

**ENGINEERING AND RELATED SERVICES
MARCH 23, 2012**

**CONTRACT NO. 4400002687
RETAINER CONTRACT FOR IN-DEPTH BRIDGE
INSPECTION OF COMPLEX STRUCTURES
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on ~~Standard~~ DOTD Form 24-102 (~~SF~~ 24-102), "Professional Engineering and Related Services", revised ~~January 2003~~ November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Haylye Brown

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will perform bridge inspection of complex structures such as cantilever trusses, cable-stayed bridges, steel vertical lift bridges, and plate girder bascule bridges for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage and Parts:

Stage 3: Design

Part V: Operational Services

Part VI: Inspection Services

1. A detailed, in-depth field inspection will be performed on all components of the superstructure and all components of the substructure in conformance with AASHTO Manual for Maintenance Inspection of Bridges and the NBIS, except the portions of the piers above ground or above water which will have an interim visual inspection.

The field inspection of the bridge will be conducted in a systematic and organized procedure that will be efficient and minimize the possibility of any bridge component being overlooked. Notes must be clear and detailed to the extent that they can be fully interpreted at a later date when a complete report is prepared. Sketches and photographs shall be included in an effort to minimize long wordy descriptions.

The inspection will be conducted to meet or exceed the requirements expressed in the AASHTO Manual for Maintenance Inspection of Bridges, current issues, the United States Department of Transportation Bridge Inspector's Reference Manual, October 2006, and the Louisiana Department of Transportation and Development Bridge Inspection Report, A Guide to Reporting and Rating. All inspection works shall be performed by qualified Bridge Inspectors who have successfully completed an FHWA approved comprehensive bridge inspection training course.

An assessment of the coating system will be conducted by a certified SSPC Protective Coating Specialist or a certified NACE Bridge Coating Inspector to determine the condition of the existing coating system of the bridge.

The Consultant/Team will take note any bending in load members and missing rivets and bolts.

The Consultant/Team will take all necessary precautions, including the maintenance of traffic, to ensure the safety of the traveling public and the inspection personnel. All necessary traffic control, inspection and bridge access equipment will be provided by the Consultant/Team.

2. A formal, bound bridge inspection report, document of supplemental information including details, photographs, and sketches highlighting problem areas and their evaluation will be provided in a format proposed by the Consultant/Team and agreed upon in advance of execution of the inspection by the Department.

A separated summary overview of the inspection report shall also be provided by the Consultant/Team.

The Consultant/Team will provide four (4) completed reports and four (4) summary overview reports in the format previously discussed. All photographs will be in 3 ½" x 5" or 4" x 6" format reproduced from 35 millimeter color print film. Duplicate reports will also have color photographs. All original negatives shall become property of the Department, even if prints are not used in the report.

Photographs made with a digital image camera having a minimum image resolution of four Mega pixels will be an acceptable alternative. Digital image data will also be provided if digital camera is used. Digital image data will be provided in JPEG format.

All original photographs, negatives, and/or digital image data will be provided in a pocket at the end of each report. All field notes shall be bound and submitted along with the final bridge inspection report.

The Consultant/Team will also provide an electronic version of the inspection report to DOTD in PDF format.

The Consultant/Team will update any errors found on the Pontis Structure Inventory and Appraisal Sheet. The Pontis Structure Inventory and Appraisal Sheet will be provided to the Consultant prior to the inspection. Inspection information will be recorded on the Pontis Structure Inventory and Appraisal Sheet by condition state for each element as per the LADOTD Pontis Manual and submitted to the Department so that it can be entered into the Pontis database.

3. The Department's bridge inspection report form will be completed according to the aforementioned Guide noting the condition of generally listed bridge components.
4. All deteriorated members will be measured in detail providing length, thickness, width (if not spanning entire member) and percent section loss. Sketches showing corrosion/deterioration shall be submitted.

Roadway slabs, sidewalks, curbs, barriers, and stairs shall be inspected. All structural components shall be inspected. Bearings are to be inspected in-depth, noting location and temperature. Punch marks are to be placed for future inspection reference. All joints shall be inspected, measured and marked for future reference. The temperature at the time of measurement of the joint opening shall also be recorded. Electrical conduit, electrical junction box, navigational light, aerial obstruction beacons shall be inspected. An interim inspection is to be made of the stairs, and piers above the ground or water. If any serious problems are detected or suspected as the result of this inspection, a more in-depth inspection will be negotiated as extra work at the discretion of the Department. No diver's inspection will be made of the underwater portions. Recent soundings of the river in the vicinity of the bridge, when existing, will be made available to the Consultant/Team. Extensive testing or measuring such as coupon sampling, Half-cell corrosion detection, radiographic or ultrasonic crack detection shall not be performed under this contract. Sounding concrete and steel connections with inspection hammers and steel thickness measurements with electronic thickness meters are typical of what is expected. Deteriorated and deficient conditions discovered during the inspection will be reported along with recommendations as to the necessity of repair or replacement of structure components.

5. Qualified Team Leader must be present at all time during the inspection.

6. The inspection is to include the main bridge trusses, the deck truss approach spans, the reinforced concrete approach girder spans, the approach slab spans, the roadway and its support members, the roadway floor beams, gusset plates, connections and all other components within the inspected structure.
7. Field inspection of the main bridge trusses shall include the following:

The substructures of the main through truss bridge will receive an interim visual inspection of those portions above ground or above water. Major cracks and spalls will be noted, but no diver's inspection will be made of the underwater portions.

Truss members and truss joints of the through trusses will be inspected in detail for cracks, loose and missing rivets and bolts, corrosion of members, gusset plates and splice plates. Alignment of members will be checked. Extent of paint protection and corrosion will be noted, and loss of section, if any, will be measured.

Lateral bracing, sway bracing and wind links will be examined for alignment, corrosion, loose and missing rivets and bolts, collision damage, cracks, etc. Where corrosion is severe, loss of section will be measured, noting the original dimensions and remaining dimensions. Wind links and wind tongues will be examined for signs of satisfactory recent movement.

Dummy chords will be examined for signs of free movement. A reference system of punch marks will be established from which measurements will be taken and to which future measurements should be correlated. Temperature will be noted.

Fixed bearings will be inspected and expansion bearings will be examined. Current relative position will be measured, temperature noted, and a system of punch marks established for correlation of future measurements.

Expansion joints in roadways will be inspected and measurements of opening recorded, along with temperature. Punch marks will be established for correlation of future measurements.

The underside of the roadways, roadway floor beams, roadway stringers and their bearings, and bracing members will be inspected. The inspection will note cracks, loose and missing rivets and bolts, corrosion, loss of section, misalignment, etc.

An inspection of roadways from the top side will be made to evaluate condition of pavement, spalls at joints, handrail condition, and sidewalk condition.

Sidewalk and its supporting members will be inspected in detail for cracks, loose and missing rivets and bolts, corrosion of members. Extent of paint protection and corrosion will be noted, and loss of section, if any, will be measured.

8. Field inspection of the deck truss approach spans will include the following:

The substructure of the deck truss approach spans will receive an interim visual inspection of those portions above ground or above water. Major cracks and spalls will be noted, but no diver's inspection will be made of the underwater portions.

Truss members and truss joints of the deck truss approach spans will be inspected in detail for cracks, loose and missing rivets and bolts, corrosion of members, gusset plates and splice plates. Alignment of members will be checked. Extent of paint protection and corrosion will be noted, and loss of section, if any, will be measured.

The underside of roadways, roadway floor beams, roadway girders, girder bearings, and bracing members will be inspected. Cracks, loose and missing rivets and bolts, corrosion, loss of section, misalignment, etc. will be noted and diagnosed.

The top of the roadways will be inspected to evaluate condition of pavement, spalls at joints, handrail condition, and sidewalk condition. Expansion joints will be inspected for signs of recent movement. The opening will be measured, along with temperature, and a system of punch marks established for correlation of future measurements.

Sidewalk and its supporting members will be inspected in detail for cracks, loose and missing rivets and bolts, corrosion of members. Extent of paint protection and corrosion will be noted, and loss of section, if any, will be measured.

9. Field inspection of the roadway approaches will include the followings:

The substructure of the approach spans will receive an interim visual inspection of those portions above ground or above water. Major cracks and spalls will be noted, but no diver's inspection will be made of the underwater portions.

The underside of roadways, roadway girders, girder bearings will be inspected. Cracks, loss of section, mis-alignment, etc. will be noted and diagnosed.

The top of the roadways will be inspected to evaluate condition of pavement, spalls at joints, handrail condition, and sidewalk condition. Expansion joints will be inspected for signs of recent movement. The opening will be measured, along with temperature, and a system of punch marks established for correlation of future measurements.

10. An assessment of the coating system will be conducted.

The selected Consultant/Team shall perform such services and will be responsible for the following:

- a) Physical inspection of the extent of corrosion will be conducted in accordance with ASTM F 1130-99 diagrams for “Overall Extent of Failure” and “Extent within Affected Area”. The type of corrosion must be associated with the rating.
- b) Laboratory tests shall be conducted to determine level of lead contained in the coating system in accordance with ASTM D 3618-85a.
- c) Field tests shall be conducted to determine adhesive strength of the existing primer in accordance with ASTM D 4541-02.
- d) Field tests shall be conducted to determine thickness of the existing coating system in accordance with ASTM D 1186-01.

All Physical inspection, Laboratory tests, and Field tests results will be reported by structure and segment number (segment sequence information to be provided by LADOTD)

- 11. Recommendations as to repairs, corrections, and any other maintenance functions will be incorporated into the report where deficiencies and deterioration are reported and summarized at the conclusion of the inspection report.
- 12. The Department’s equipment and personnel will not be available for the Consultant/Team’s use. However, the Department’s personnel shall be allowed access to all parts of the inspection.
- 13. The consultant will be responsible for inspecting electrical and mechanical components of movable bridges such as steel vertical lift bridges and steel plate girder bascule span bridges.
- 14. All Sub-Consultants must have Department approval.
- 15. Traffic control operations and procedures when necessary will be the responsibility of the Consultant/Team. These operations and procedures will be coordinated through the Department’s District Headquarters.

Statewide bridges traffic control: Traffic will be maintained at all times. Lane closure shall be allowed where necessary to block traffic with the restriction that no more than one lane of traffic in each traffic direction can be closed at any one time. Lane closures restricted between the hours of 9:00 a.m. and 3:00 p.m. All lane closures must be approved by the District Area Engineer and District Traffic Engineer. A truck with a mounted attenuator shall be used to protect personnel and equipment in the closed lane. The Consultant/Team shall provide two electronic messages, one at each end of the bridge, to alert motorist of the ongoing inspection. Temporary Traffic Control shall be as per Standard Details. The Consultant/Team shall be required to use police officer, with DOTD Work Zone Law Enforcement training, to close the lane for the moving lane closure.

The Consultant/Team shall inform the DOTD sixty calendar days in advance of the beginning of the inspection so that the DOTD will notify the State's Transportation Commission about this work.

16. A stand by boat for the safety of the inspectors will be provided in accordance with OSHA.
17. A daily log will be prepared to show the personnel and equipment used and listing those items inspected in a manner that corresponds with standard nomenclature as is used on the original plans.

The Consultant/Team will institute his own quality control process to assure that all inspection requirements are being met. The quality control process will also be subject to advance approval and audit throughout the program by the DOTD

DOTD reserves the right to cancel any part of the above services if fund is not available.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices (Millennium Edition)
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. DOTD Environmental Impact Procedures (Vols. I-III)
11. Policy on Geometric Design of Highways and Streets
12. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual, October 2002

The inspection services shall be performed in accordance with the following publications covering bridge inspection standards of practice:

1. Manual for Condition Evaluation of Bridges, American Association of State Highway & Transportation Officials.

2. Bridge Inspector's Reference Manual, October 2002, United States Department of Transportation / Federal Highway Administration.
3. Inspection of Fracture Critical Bridge Members United States Department of Transportation / Federal Highway Administration.
4. National Bridge Inspection Standard, Code of Federal Regulations 23 - Highways, Part 650, Subpart C.
5. Manual for Maintenance Inspection of Bridge, American Association of State Highway & Transportation Officials.
6. Louisiana Department of Transportation and Development Bridge Inspection Report, A Guide to Reporting and Rating.

Manuals listed above may be purchased from the vendors listed below:

AASHTO Publications

American Association of State Highway and Transportation Officials
444 N. Capitol Street, NW, Suite 225
Washington, D.C. 20001
Telephone 1-888-227-4860

FHWA Manuals

U.S. Government Printing Office
Washington, D.C. 20402
Telephone (301) 577-0818

COMPENSATION

Compensation to the Consultant for services rendered in connection with each Task Order shall be determined on the basis of actual cost plus a negotiated fixed fee, with a maximum compensation.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$4,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **five years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the

Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number

“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)

“Electronic Deliverables”

Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

ITEMS TO BE PROVIDED BY DOTD

The DOTD shall provide Bridge Inspection Reports and plans.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principle or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full time basis, a minimum of two Professional Civil Engineers registered in the State of Louisiana, one with at least five years experience in bridge design/structural inspection of river crossing structures, and a corresponding support staff.
4. In addition to the above requirements, the Prime-Consultant must also employ on a full time basis, or through the use of a Sub-Consultant(s):
 - a. A minimum of one qualified Structural Bridge Inspector Team Leader. The team leader must, at a minimum:
 - (1) Be a registered professional engineer, and have successfully completed a Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course, or;
 - (2) Have five years experience in major bridge inspection/evaluation of damaged bridge members, and have successfully completed an FHWA approved comprehensive bridge inspection training course, or;
 - (3) Be certified as a Level III or IV Bridge Safety Inspector under the National Society of Professional Engineer's program for National Certification in Engineering Technologies (NICET), and have successfully completed an FHWA approved comprehensive bridge inspection training course, or;
 - (4) Have a bachelor's degree in engineering from a college or university accredited by, or determined as substantially equivalent, by the Accreditation Board for Engineering and Technology; and have successfully passed the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination; and have two years of bridge inspection experience; and have successfully completed an FHWA approved comprehensive bridge inspection training course, or;
 - (5) Have an associate's degree in engineering or engineering technology from a college or university accredited by, or determined as substantially equivalent by, the Accreditation Board for Engineering and Technology; and have four years of bridge inspection experience; and have successfully completed an FHWA approved comprehensive bridge inspection training course.

- b. A minimum of one qualified Structural Bridge Inspector who has successfully completed an FHWA approved comprehensive bridge inspection training course.
- c. One certified Society for Protective Coatings (SSPC) Protective Coatings Specialist or certified National Association of Corrosion Engineers (NACE) Bridge Coating Inspector.

Certifications of Compliance must be submitted with and made part of the Consultants ~~Standard~~ DOTD Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3; ***
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;**
5. Consultant's current work load, weighting factor of 5; *****
6. Location where the work will be performed, weighting factor of 4. *

*Location will be based from Marksville, Louisiana.

**The Bridge Inspection (BI) performance rating will be used for this project.

***All respondents will receive no less than a 2 in this category.

****All respondents will receive a 4 in this category.

Complexity level (complex)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.

1. Alan Dale – Ex officio
2. Haylye Brown – Project Manager
3. Steven Sibley
4. David Nash
5. William Metcalf
6. Keith Antee

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal ([SF-24-102](#)):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the ~~SF~~ 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the ~~SF~~ 24-102, or providing inaccurate information on the ~~SF~~ 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a ~~SF~~ 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s ~~SF~~ 24-102 must be firmly bound to the Consultant’s ~~SF~~ 24-102. In Section **9 8**, the Consultant’s ~~SF~~ 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the ~~SF~~ 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The ~~SF~~ 24-102 will be identified with **Contract No. 4400002687**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, April ~~24~~10, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.